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ABSTRACT

This report describes research disclosure procedures and materials developed for the Kamehameha Early Education Program (KEEP) to fulfill the informed consent principle of the ethical guidelines of the American Psychological Association. A requirement for registration of children in the program is that parents attend one of two disclosure meetings. Written announcements of the meetings are mailed to parents and followed up by telephone. At the meetings, parents and staff discuss topics generated by a "Parent Information Sheet" which emphasizes the research activities of the project. A 10-minute videotaped film of representative research activities is shown, and parents visit some of the research settings in the facility. Parents may also attend a Parent Observation Day to observe their children in the research settings. These procedures are followed individually for parents of children recruited subsequent to the group presentations. No parent has refused to enroll a child because of objections to research activities. The following forms are used: Parent Information Sheet, Request for Registration, Verification of Attendance at Parent Information Sheet, Consent to Participation in the Kamehameha Early Education Program. (RH)

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Technical Report #21

Research Disclosure Procedures

for the Kamehameha Early Education Project[1]

Sharon Omori Gisela E. Speidel Ronald Gallimore

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Abstract

The procedure is described for informing parents of prospective KEEP students of the nature and extent of research activities in which their children might be involved. The specific content and materials used during formal disclosure meetings are presented.

PS 009549

Technical Report #21

Research Disclosure Procedures for the Kamehameha Early Education Project[1]

Sharon Omori Gisela E. Speidel Ronald Gallimore

The ethical guidelines estabished by the American Psychological Association (APA) require that persons who are to be subjects of research must first give informed consent. To insure that potential research participants are informed, it is the responsibility of the investigators to make a full disclosure of the purposes, methods, and uses of the proposed research.

To meet this obligation KEEP has established a procedure for insuring that all parents are fully informed of the research activities in which their child might be involved if enrolled in the Demonstration School. A concomitant policy has been adopted to insure that files at KEEP are maintained in a manner consistent with DOE policies with respect to parental access to their childrens' school records. This policy also strictly limits access to the files by other persons.

Although the disclosure procedures to provide full information, it is possible that a parent might later decide on withdrawal. In such a case we are primarily obligated to the child and his/her new teacher to assist the transition to another school. While we would answer any questions and seek to clarify any issues, we would not attempt to persuade the parent to accept the research, if this were the basis of the withdrawal.

Prior to May, 1974, disclosure of research activities was accomplished

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[1]These procedures have been developed with the assistance of Steven T. Boggs and Violet Mays.

during an initial recruitment meeting with the prospective parent. During a typical meeting, the recruiting agent would inform the family about KEEP but not necessarily elaborate on ongoing research at KEEP or the ways in which KEEP children are involved in this research.

In may, 1974, a decision was made to formalize disclosure so that such information would be disseminated uniformly to all prospective parents. Thus, the information presented at the disclosure meeting is in addition to what is presented at the initial recruitment meeting; there is greater elaboration on research activities and what these mean to children and parents of KEEP. The focus of disclosure meetings is research activities and how they affect KEEP children and parents.

Formal Disclosure Meetings

Dates for disclosure meetings are announced at least twice. To encourage maximum participation, the Liaison Worker[2] first mails home a written announcement, then follows up with telephone calls to those parents failing to respond to the RSVP. As a matter of policy, registration for the school year is made dependent upon parent attendance at the disclosure meeting.

The KEEP Coordinator[3] and the Liaison Worker are always present at the meetings. Their regular presence ensures accurate and complete information as well as proper conduct of the disclosure procedures. The following material is presented at meetings:

1) A written statement of KEEP research activities and the reservations maintained by KEEP. A copy of this statement is presented as Appendix A (see "Parents Information Sheet.")

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[2]Family-school Liaison Worker is Ms. Sharon Omori.

[3]Dr. Gisela E. Speidel.

2) A ten minute video taped film of representative research activities featuring the following short segments:

   a) a KEEP staff member using the observation theater (from which all classrooms can be viewed) to count number of children on task;

   b) a child being taken from the classroom to be tested or interviewed;

   c) a teacher watching an audio-visual film of herself teaching in the classroom;

   d) a view of KEEP's "time-out" room, which is currently being researched as a means of reducing disruptive and aggressive behaviors;

   e) children in an experimental set-up being tape-recorded for linguistic research;

3) Registration sign up form, verification of attendance form, and release of suit form. Presented in Appendices B, C, and D are the forms entitled: "Request for Registration," "Verification of Attendance at Parent Information Session," and "Consent to Participate in the Kamehameha Early Educaiton Project." Parents sign forms after seeing the video-taped film and reading through the "Parent Information Sheet." An explanation of each of the above forms is given before requesting parents to sign them.

The disclosure meeting begins with presentation of the "Parent Information Sheet." Each question and answer in this handout is read aloud, while parents read from their own handouts. Opportunity for questions is given throughout to clarify points or supply additional information.

Following presentation of the question-answer format, the video taped

taped film is shown. After a short coffee break, parents visit: 1) the time out room; 2) the observation deck; and 3) the doll corner used for a linguistic experiment. The time out room, observation deck and doll corner were also featured in the video tape.

Parent Observation Day

Lastly, parents are informed about Parent Observation Day. They are invited to attend a teacher-conducted observation period during which parents sit in the observation theatre and view their children in classroom settings. The teacher in charge explains what is occurring in the classroom, for example, various teaching methods, lessons being presented, or in any other matter about which the parent may have questions.

Procedures For Parents Unable To Attend Disclosure Meetings

For various reasons, parents are often unable to a-tend group disclosure meetings. For example, a few children may be recruited after the disclosure meetings are schedules. Since KEEP's goal is to uniformly inform all parents of research activities, the Liaison Worker makes individual appointments with parents unable to attend group meetings. The same procedures followed during group disclosure meetings are used in individual disclosure meetings.

Results

Two group disclosure meetings were held in Spring, 1974. Ten individual meetings have also been conducted. All KEEP parents in the 1974-75 have attended either a group or individual session. No parents have declined to enroll their child as a reuslt of what was presented at these sessions. Moreover, after two full years ofoperation, no parent has objected to either the general research activities or any particular investigation.

Those who conducted the disclosure sessions reported that parents in general were not worried about the research participation issue both before and after the sessions. Most seem to have a favorable attitude toward KEEP and are prepared to accept the program. KEEP is a pleasant, bright facility operated by capable and approachable teachers. Apparently the children and families already involved are satisfied and communicate this to the newcomers in a variety of ways

Since KEEP research involves almost exclusively classroom observation and small group individual testing sessions, many parents do not see anything to distinguish the school from what they experienced as students or what their other children find in the public schools. As the child experiences KEEP, this perception seems confirmed.

Summary

The issue of ethics in research is briefly examined. The procedures used at KEEP for disclosing the variety and range of research activities to parents of prospective students are presented. The experiences of the first three years are summarized. In the future the staff must be alert to indirect, subtle indications of dissatisfaction from parents with respect to the research participation issue.

Appendix A

PARENT INFORMATION SHEET
Some Questions and Answers About The
Kamehameha Early Education Project (KEEP)

PURPOSE

Q. What is the Kamehameha Early Education Project (KEEP)?
A. The Kamehameha Early Education Project, or KEEP as we call it, is a 5 year educational research and demonstration project.

Q. What is KEEP's main purpose?
A. KEEP's staff conducts research to find better ways of educating Part-Hawaiian and other local children who are not attending the Kamehameha Schools. KEEP is currently helping the Department of Education (DOE) public schools develop new and better ways of teaching their Part-Hawaiian and other local children who attend these schools.

FUNDING

Q. What is the source of KEEP's funds?
A. All the money needed to run KEEP comes from the Kamehameha Schools, Bernice Pauahi Bishop Estate.
Tuition is free, provided by the Kamehameha Schools.

SELECTION PROCESS

Q. How are the KEEP children selected?
A. Every year, both the Kamehameha Schools and the Department of Social Services and Housing (DSSH) provide lists of families that have had contact with them. A KEEP staff member then randomly selects a total of 28 children from families on the lists, and contacts them. The decision to enroll the child is left up to the families.
The 28 boys and girls selected every year are a mixture of Part-Hawaiian and Non-Hawaiian nationalities who reside in the Kalihi-Palama area.

FUTURE ENROLLMENT

Q. You say KEEP is a 5 year project. Where can I enroll my child after the project ends?
A. You may elect to enroll your child at the public school in your district or private school of your choice. An agreement with the DOE makes provisions for any child finishing a grade level at KEEP to be enrolled at the next grade level at the public school in your district

Q. Can my child enroll in the Kamehameha Elementary School if he enrolls in KEEP?

A. Enrollment in KEEP does not in any way influence the Kamehameha School's selection process of children. In reviewing applications, the Kamehameha Schools makes no exception for KEEP children. Part-Hawaiian and Hawaiian children in KEEP have exactly the same chance as any other eligible Hawaiian or Part-Hawaiian child, of being admitted to the Kamehameha Schools--no better, no worse.

RESEARCH ACTIVITIES AT KEEP

Q. Why is research being conducted?

A. As mentioned earlier, KEEP's main purpose is to conduct research to find better ways of educating Part-Hawaiian and other children attending the DOE schools.

Q. What are some examples of the research studies conducted at KEEP?

A. The main research effort centers upon Classroom Observation Studies. This means that both teachers and children are being watched and studied in the classroom to see how they react to one another. Do teachers give praise to the children? Do they give clear instructions and show children how to do their lessons? How does a teacher cope with a naughty child? How do the children behave when they are praised for good work? How long do they work? How often are they noisy or inattentive to teacher? How does a child respond to certain kinds of discipline such as "time out?"

Another part of the Classroom Observation Studies has to do with how well a child studies in different settings. Does he or she study better seated with a group of children or by himself, in a study booth.

Also being studied are different ways teachers teach. What different things must a teacher do in order to teach children a new lesson? What are the best ways to teach children?

Q. How is information for this research collected? How does KEEP find answers to these questions?

A. Various tools and methods are used by KEEP staff members to record and collect information. We utilize audio visual cameras, tape recorders, the observation theater, interview forms, and tests. Our media specialist has responsibility for using and running the audio visual equipment, and various other staff members are responsible for administering tests, interviews, and collecting information.
After the information is collected in the above ways, many teachers and other KEEP staff members and DOE people may then sit down to study the information. You as a parent, are probably curious about how KEEP personnel actually go about collecting and studying the information. We will later demonstrate the following for you on a television screen:

1) A KEEP staff member using the observation theater to collect data of children being "on" and "off" task in the classroom. A child who is "on" task is doing his work quietly, sitting at his assigned seat. A child who is "off" task is out of his seat, often being noisy or in some way bothering other children.

2) A child being lead from the classroom to be tested or interviewed by a KEEP staff member.

3) An audio visual film of a teacher watching a film of herself in the classroom. Watching films of herself, helps a teacher determine if her teaching methods and behavior are best for teaching children. In this way, she can check herself and continually refine her teaching skills.

4) A view of the "time-out" room, where children are placed when they are being very naughty in the classroom. This is one method currently used by teachers to handle children who are being bothersome to others in class.

5) Children in an experimental set-up being tape-recorded for purposes of studying how they speak to one another for play situations. The children you see were placed in a doll house corner and told to go ahead and play. While they were playing, their voices were recorded.

Q. Other schools probably do not have their children participate in the kinds of research mentioned above. Won't my child's education "suffer" if he is removed from class so often to be tested, interviewed, filmed and tape recorded?

A. It is true that your child will be removed occasionally for interviewing or other experimental purposes. However, testing and interviewing are done as quickly as possible and children are not removed every day for such purposes. Moreover, we do not allow children to be removed from certain important learning situations such as morning reading groups or afternoon math groups. Other kinds of research activities such as video taping and classroom observations do not remove the child from the classroom. He is merely observed or taped as he goes about his business in class.

Q. What do you use the information you obtain from observing and testing the children for?

A. The information we collect is used by teachers and other personnel to find out how well children are doing and whether or not their teaching is helping the children learn.

Q. Exactly who are the persons involved in the research activities?

A. All KEEP personnel are involved in the research effort. At present, too, some DOE teachers and University of Hawaii people are also involved.

PARTICIPATION IN RESEARCH AND RIGHT OF SCHOOL TO DISENROLL

Q. Will parents be expected to participate in research projects?
A. KEEP will ask the help of our parents from time to time. You may occassionally be called upon to participate in interviews, filmings and to answer questionnaires. The more you participate, the more you will be helping KEEP help your child in school. Lets make the education of our children a joint effort of school and parents alike.

Q. Do I have the right to limit my child's participation in the research activities?
A. Yes. KEEP feels parents should have the ultimate say as to whether or not their children will participate in any of the research activities. However, KEEP also feels that we are probably not the best school for your child where the matter of his or her participation becomes a point of conflict between the parents and school. For this reason, KEEP maintains the right to disenroll your child if you decide you do not want him or her to participate in our research activities. Should you make this decision, you will be given every assistance in having your child transferred to another school.

Q. If I decide that I do not want my child to participate in KEEP's research, and wish to transfer him, how can I make sure he will be transferred in the best way possible?
A. KEEP will assist your child's new teacher at the time of the transfer, to make the transition as smooth as possible for the child.

Q. If my child transfers, what school records will be transferred with him?
A. KEEP will provide a letter of release for your child. Upon request from the new school, KEEP will mail your child's health record and DOE revised forms 13 and 12, to the new school.

TRANSFERS DUE TO RELOCATION

Q. If I move out of the Kalihi area, will my child have to leave KEEP?
A. If your child has already been enrolled at KEEP prior to your move, he or she will still be allowed to attend KEEP.

PARENT VISITATIONS

Q. Will I have a chance to visit school and observe my child in class?
A. Yes. KEEP has set aside a monthly Parent's Day. On this day, probably during the morning hours, parents are welcomed to the school and can observe their children in a classroom setting.

DECISION TO ENROLL

Q. How much time am I given to decide whether or not to enroll my child?
A. One week. At the end of or before the next 7 days, which will be _____, you may notify KEEP,

via phone, of your decision, by calling, 845-6631, extension 300 or 301. KEEP will assume you are not interested in enrolling your child if you do not call by this date. We will then proceed to fill your child's position with that of another applicant's.

You will also have a chance to immediately enroll your child at the end of this meeting. There will be an official registration sheet for your convenience.

Appendix B

REQUEST FOR REGISTRATION

I have participated in the KEEP Parent Information Session and want to officially register my child for the KEEP School.

Parent's Signature	Child's Name	Date

Appendix C

VERIFICATION OF ATTENDANCE AT PARENT INFORMATION SHEET

I, _____
Parent's Name

have participated in the Kamehameha Early Education Project's Parent Information Session. I have been given information on as well as a chance to ask questions regarding the scope of research activities at KEEP and how they concern my child. I have likewise viewed a demonstration of research activities conducted at KEEP.

I understand that enrolling my child in KEEP means he will be participating in on-going research activities at KEEP, as described in the Parent Information Sheet, of which I have been given a copy.

_____ _____
Child's Name Parent's Signature

_____
Date

Appendix D

Consent to Participation in
the Kamehameha Early Education Project (KEEP)

The undersigned parent(s) desire to have their child or children enrolled inthe KEEP Research and Development School, operated by Kamehameha Schools. I(we) have been informed that the children in the Program will be observed during school session by interested persons and that the children will also be filmed or taped on audio-video tapes for purposes directly related to the improvement of their child's education, as well as the improvement of the over-all educational process in the State. Films or tapes of the children may show disruptive or bad behavior by some of the children, and these films will be viewed by interested persons who are involved with furthering education.

In consideration of my child or children being enrolled in KEEP, the undersigned agrees not to bring any claims or lawsuits against KEEP, Kamehameha Schools, their employees, and the Bernice P. Bishop Estate and its Trustees, based upon the above described invasion of privacy or other legal theories. The undersigned further agrees to release and hold harmless KEEP, Kamehameha Schools, their employees, and the Bernice P. Bishop Estate and its Trustees, from any and all claims brought by or on behalf of the children of the undersigned as a result of the above mentioned observations.

DATED: _____

NAME OF CHILD

_____ _____
Parent

_____ _____
Parent